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Specimen

ORIENTATION COURSE

**** 1 February 1955 ****

1. MANPOWER UTILIZATION IN CIA.
2. T/O SHOULD REPRESENT "WORK BURDEN." IF IT IS REALISTIC, CHANGES CAN BE MADE RAPIDLY TO MEET OPERATIONAL NEEDS. T/O, CEILING, AND BUDGET SHOULD ALL BE THE SAME.

25X9

4. THE MANAGEMENT STAFF IS MAKING A STUDY OF MANPOWER AND MANPOWER CONTROLS. A SUBSTANTIAL BY-PRODUCT SHOULD BE THE ELIMINATION OF WHAT MANY PEOPLE CONSIDER TO BE RED TAPE AND/OR DUPLICATING OR CONFLICTING PERSONNEL RECORDS AND FILES.

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5. THE CLERICAL SHORTAGE - REAL - BETTER USE COULD BE MADE OF THEM, HOWEVER.
6. THE DIRECTOR STATED AT FIRST MEETING OF THE YEAR THAT ONE OF OUR OBJECTIVES FOR 1955 WAS TO "INCREASE EFFICIENCY BY REDUCING OUR NUMBERS."
 - A. HOLD THE LINE! IT DOES MEAN "YOU."
 - B. VILLA-LA-VELLA - MESSAGE BOOK AND PENCIL STORY.
 - C. STRIVE TO GET MORE PEOPLE IN FIELD.
 - D. REDUCE RATIO OF HEADQUARTERS TO FIELD PERSONNEL.
7. WE STILL HAVE SOME "DEADWOOD." SUPERVISORS MUST FACE UP TO THE PROBLEM.
8. FISCAL YEAR 1956 BUDGET:
 - A. OK WITH BUREAU OF THE BUDGET.
 - B. INCREASED ACTIVITIES CAN BE HANDLED.
9. PAY RAISE - CAN ABSORB.
10. PARKING SPACES.
11. NEW BUILDING.
12. UNVOUCHERED MONEY.
13. ADVANCES.

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